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| John Rey Orosco |

1265 N Capitol Ave Apt 185 | San Jose CA 95132 | +1 (925) 209-0449 | [johnrey.orosco@gmail.com](mailto:johnrey.orosco@gmail.com)

An enthusiastic recent graduate of the medical assistant program who is eager to begin serving patients in the community. Shows extreme attention to detail, and a superior work ethic. Ability to perform vital checks on patients, experienced in phlebotomy, and performed common administrative tasks. Looking for an opportunity to build skills while gaining experience and knowledge from mentors within the medical industry.

**Education**

**Medical Assistant Program, Set 2021-April 2022,**

**Institute of Business and technology**

* HIPAA Guidelines
* Bloodborne Pathogens
* CPR & First Aid certified
* Vital Signs
* MS Office, Word, Excel, Outlook
* Phlebotomy
* Specimen Collection
* Injection administration

**Experience**

**Externship |National Ambulatory Surgery Senter**

**May 2022-June 2022**

* Praised for efficient handling of administrative duties (e.g., answering phone calls, filing medical records, processing patients) that allowed nursing staff to expedite the interview process.
* Ensured the cleanliness, sanitation, and maintenance of all exam rooms and equipment.
* Prepared and maintained supplies for 2 rooms and 3 Recovery bedrooms.

**Team Lead | Minghua California LLC**

**May 2021-June 2022**

* Communicate daily goals and instructions to the team and individuals
* Successfully managed production activities so all orders were shipped on time
* Completed and maintained accurate and organized records, documents, and reports

**References**

Richard Soriyavoungsa

Supervisor

206-734-1824

Alice Grail Algarne

Co-worker

510-557-8876

Ehab Dumadios

QC Lead/Co-worker

650-714-8870